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UNIVERSITY

Quote, Unquote

A guide to Harvard referencing

2nd revised edition

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Introduction

Getting good marks for your assignment, whether it is an essay, a report or a dissertation, depends on many things including the citing and referencing of all the sources you have consulted. Don't lose marks through poor or careless referencing. All you need to do is keep an accurate record of all your information sources and follow an accepted referencing system.

Although the Harvard system of referencing was originally developed in the United States, it has become the most common system in use internationally and is frequently the standard house style for academic journals. The Harvard system has the advantages of flexibility, simplicity, clarity and ease of use, both for author and reader. Sources are cited in the body of the text and then listed alphabetically in the list of references or bibliography.

'Quote, Unquote' is an authoritative guide to author-date referencing practice. It makes using the Harvard system easy as it explains how to cite sources in your work and gives detailed examples of how to reference many different types of sources.

'Quote, Unquote' is produced at Leeds Beckett University by the 'Skills for Learning' team, who provide a range of resources to support and develop students' academic writing skills, including good referencing practice. The author-date or Harvard system of referencing is generally accepted as the standard method at Leeds Beckett University.

There are variations in referencing practice across different subjects and courses. Check course documentation or any other guidance you are given. Harvard is NOT necessarily the same as a publisher's house style. When writing an article for inclusion in a professional journal, you should always consult the editor's notes on the style used in the specific publication.

The advice in this booklet conforms to:

British Standards Institution (1983) **BS6371:1983. Recommendations for citation of unpublished documents.** London: BSI.

British Standards Institution (1990) **BS5605:1990. Recommendations for citing and referencing published material.** Milton Keynes: BSI.

British Standards Institution (2000) **BS5261-1:2000. Copy preparation and proof correction. Design and layout of documents.** London: BSI.

British Standards Institution (2010) **BS ISO 690:2010. Information and documentation - Guidelines for bibliographic references and citations to information resources.** London: BSI.

Notes on the 2nd edition

We have made a number of changes to this edition of 'Quote, Unquote'. Thank you to everyone who has contributed to our editorial process, and to the students of Leeds Beckett University whose questions about referencing teach us more every day.

- The examples of resource types are now listed in alphabetical order, but grouped into categories. There is still an index to help with finding examples.
- More resource types have been added, mostly at the request of users of 'Quote, Unquote'. Additions include: e-readers, online videos, poetry and video games. We have also added online examples for many resource types.
- The advice on citing and referencing multiple authors has been changed to follow the latest British Standard. We suggest that a maximum of two authors should appear in the in-text citation, but all should be listed in the full reference.
- Commas are now used to separate authors and dates in citation examples without page numbers, for example (Jones, 1986). This is a simplification which should help students, and it also corresponds with the Leeds Beckett 'Endnote' style.
- Unlike previous editions where commas have been used in our examples to separate place of publication from publisher, our examples now use colons. This is in line with common practice.

Harvard referencing: the basics

Why should I reference?

There are several reasons why it is essential to reference your work:

- The most important reason is to avoid charges of plagiarism by acknowledging all the sources you have used. Plagiarism is the term used to describe **passing off other people's work as your own**. This includes using words, images, thoughts and ideas from any source whether printed, online, film, television, radio, lectures or even personal communications.

Leeds Beckett University defines plagiarism as, “*The substantial, unacknowledged, incorporation in a student's work of material derived from the work (published or unpublished) of another. “Work” includes internet sources*” (Leeds Beckett University, 2014, C9.1.8).

- Good referencing also makes it easy for the reader to trace the sources mentioned in your work. Anyone marking or reading your work can follow up references or check whether you have understood the authors and works you have cited.
- Referencing your work shows the reader or marker that you have selected relevant and respected information sources in your research into the topic.
- Referring to the work of others indicates that you have read widely in your subject area and gives your own writing authority.

How should I reference?

There are **two stages** to referencing sources for a piece of academic writing using the author-date or Harvard system.

1. Refer to the source in your text (the **citation**).
2. Give full details of the source in your list of references or bibliography at the end of your work (the **reference**).

Tip

When you are searching the literature on your chosen subject, save or note down all the required details of the sources that you find at that time. If you don't do this, you might not be able to accurately describe the sources you have used, and you will have additional work when you need to list these in your list of references or bibliography.



Text

Cottrell (2008, p. 1) writes that by improving your academic skills you can, "Accelerate the learning process". At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn and Winch, 1996). Other resources focus on specific areas such as writing a thesis (Murray, 2011). Finally you might want to consider a book written from your own subject perspective, for example 'The arts good study guide' by Chambers and Northedge (2008).

References

- Chambers, E. and Northedge, A. (2008) **The arts good study guide**. 2nd ed. Milton Keynes: Open University Press.
- Cottrell, S. (2008) **The study skills handbook**. 3rd ed. Houndmills: Palgrave Macmillan.
- Fairbairn, G. and Winch, C. (1996) **Reading, writing and reasoning: a guide for students**. 2nd ed. Buckingham: Open University Press.
- Murray, R. (2011) **How to write a thesis**. 3rd ed. Maidenhead: Open University Press.

How to cite sources in your work

The first part of good referencing is what you put in the text of your assignment each time you use someone else's work.

When you use other people's work you might be:

- Quoting – using the actual words from the source enclosed in quotation marks.
- Paraphrasing – rephrasing the original ideas or opinions in your own words.
- Summarising – writing a short description of the ideas or opinions in your own words but giving your own interpretation of what the source says.
- Referring to a source – mentioning the work without giving much information about the content.
- Using statistics or data from a source, such as financial information or market research.

The author-date or Harvard system of referencing does not require numbering or footnotes on each page. In most cases, you simply insert the author's name and the date of publication in brackets. Quotations or specific information also require page numbers. This is called the **citation**. It acts as a signpost to your reader who can then locate the full **reference**, describing the source you have cited, in the alphabetical list of references or bibliography at the end of your document.

This system shows the authority used, and how recent the information is, without interrupting your text. The reader cannot tell which type of source is being cited unless you mention whether it is a book, article, website, etc. You might occasionally choose to include this information, either to help with the flow of your writing, or if the type of source is relevant to the point you are making.

Direct quotations

If you are using the **author's words** in your writing, enclose these in quotation marks and give the author's surname, date and the page number(s) that the quotation was taken from, in brackets. If there is no person named as author, then name the organisation or corporate author (see 'Authorship' p. 13). If other details of parts of the source are required, for example, section numbers, track or title numbers of sound recordings, these should appear after the date within the brackets.

The standard abbreviations are:

page (p.), pages (pp.), section (s.) and sections (ss.).

Example: citation given after the quotation

Darwin challenged accepted views about creation with his new theory of evolution which he described thus, "There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (Darwin, 1859, p. 490).

Example: author's name appears naturally in your text

As Darwin so eloquently phrased it, "There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (1859, p. 490). OR

As Darwin (1859, p. 490) so eloquently phrased it, "There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved".

If the author's name features in your text before the quotation, you can just give the date and page number(s) in the brackets. Ensure that "ownership" of the quotation is clear.

Example: using the author's full name in your text

As Charles Darwin so eloquently phrased it, "There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (1859, p. 490).

Example: some words in the quotation replaced by ellipsis (three dots)

"There is grandeur in this view of life...from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (Darwin, 1859, p. 490).

Example: adding an extra word or words for clarity

"They [the council employees] were debating working practices all that year and still reached no consensus" (James, 1999, p. 22).

If you want to add something to a quotation to clarify meaning, or to correct the author's grammar or spelling, then your extra word or words should be inserted using square brackets.

Example: labelling a mistake in a quotation

"Nurses care only about them (sic) patients. It is the essence of what they do" (Hodgson, 2010, p. 43).

You can label a mistake in a quotation using the Latin word 'sic' ('intentionally so written') in brackets. This is done to show that the mistake is in the source, and that you have not made an error in transcribing the quotation.

Paraphrased or summarised sources

Insert the author's name and the publication date where you have paraphrased or summarised from a source. There are different ways in which you can do this, depending on the flow of your writing, and your own preference.

Example: citation after your summary

Workers in teams tend to adopt particular roles (Belbin, 1981).

Example: author's name appears naturally in your text

Role theory applied to the behaviour of individuals in teams was first developed by Belbin (1981), who suggested that there are essentially nine roles which are played by people working in a team situation.

Example: using the author's full name in your text

Role theory applied to the behaviour of individuals in teams was first developed by Meredith Belbin (1981), who suggested that there are essentially nine roles which are played by people working in a team situation.

Example: mentioning the type of source in your text

In his classic book on team work, Belbin (1981) outlined nine roles which might be played by the different members of a team.

Example: paraphrasing or summarising from a specific page

Belbin's description of the 'Monitor Evaluator' suggests that this person can play an important role in decisions about the work of the team (Belbin, 1981, p. 65).

Secondary referencing

You might want to cite a piece of work mentioned or quoted within another author's work. This is known as a secondary reference as you have not actually seen the original source yourself.

What to put in your text – the citation

In the text of your essay or assignment, cite both the original source and the secondary source, which you have read, using the words 'quoted in' or 'cited in' depending on whether the source gives a direct quotation from, or a summary of, the original.

Example: secondary citing of a quotation

Smith (2004, quoted in Jones, 2007, p. 63) provides a useful viewpoint on different research philosophies when he explains that, "Whichever philosophical position is taken, it is crucial to have a good understanding of our own assumptions and prejudices".

Example: secondary citing of a summary or paraphrase

Smith (2004, cited in Jones, 2007, p. 63) outlined some of the different research philosophies.

In the list of references or bibliography

Include the date and publication details of the piece of work, and then 'Quoted in:' or 'Cited in:' followed by the reference for the source you have actually seen.

Example: secondary reference in the list of references or bibliography

Smith, R. (2004) How to research. Research Weekly, 12 (8) October, pp. 17-20. Quoted in: Jones, F. (2007) Researching your dissertation. **Research Today**, 4 (6) March, pp. 61-67.

Authorship

Corporate author

An organisation, such as a company, university or government department, can be the author of a publication. You will often find that the same organisation is also the publisher. Cite the organisation in your text in the same way as you would a person.

Example: citation using a corporate author

Some further research in this area conducted by the Stroke Care Association (2007) seemed to show that many patients regard their interactions with nursing staff as crucial.

Multiple authors

One or two authors of the same work

Give the names of the authors, separated by an ampersand ‘&’ or the word ‘and’. Follow with the date in brackets or add the authors and date at the end of your summary, in brackets.

Examples: citing a source with two authors

Shields and Taylor (2004) discuss the various uses of the apostrophe. OR

This manual attempted a definitive ruling on the uses of the apostrophe (Shields and Taylor, 2004).

Three or more authors of the same work

The current British Standard on citing and referencing recommends that, “If there are more than two originators, the surname of the first originator only should be given” (BSI, 1990).

In the case of three or more authors, use the first author (from the title page) followed by either the words 'and others', or 'et al.' (this is an abbreviation of the Latin term 'et alia' meaning 'and others'). Whichever form of words you choose, make sure you use the same for all multiple author citations in the same piece of writing.

The names of **all authors** should be given in your full reference, in your list of references or bibliography at the end of your assignment.

Examples: citing a source with three or more authors using 'and others'

Johnson and others (2008) highlighted some potential problems with user generated content. OR

This is one of the most common problems with user generated content (Johnson and others, 2008).

Examples: citing a source with three or more authors using 'et al.'

Johnson et al. (2008) highlighted some potential problems with user generated content. OR

This is one of the most common problems with user generated content (Johnson et al., 2008).

Practice on citing multiple authors differs. Check any guidance you are given.

Citing more than one source at the same point in the text

When more than one source is cited at the same point in your text, they should be listed in order of publication date (earliest first).

Examples: citing sources in order of publication date

Smith (1998), Brown (2001) and Jones (2004) all believed that this hypothesis was not proven. OR

Several independent pieces of research have been undertaken (Smith, 1998; Brown, 2001; Jones, 2004) indicating that this was not proven.

Author has more than one item published in the same year

Use lower case letters after the date if referring to more than one item published in the same year by the same author.

Example: using lower case letters to distinguish items

Morgan (2009a) gives a useful description of this process.
[followed later in the same assignment by]

Morgan (2009b) points out the paradox inherent in trying to achieve this standard.

More than one author with the same surname and the same year

Authors' initials should be used to avoid confusion when citing two or more authors with the same surname who have published in the same year.

Example: using authors' initials to distinguish sources

"This demonstrates that my theory of motivation is sound" (Robinson, J., 2007, p. 23). This was challenged later the same year (Robinson, M., 2007).

No author

If there is no personal or corporate author, use the title instead.

Example: using the title in the citation

It has been stated that this disease occurs most frequently in women of child bearing age (Women's health issues, 2008).

In your full reference, where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. If there is an edition statement, put this after the title, but before the date, using full stops to separate it from the rest of the reference.

Examples: using the title as the first item in a reference

Antarctic warming claims another ice shelf (2008) [Online image].

Available from:

<<http://earthobservatory.nasa.gov/Study/WilkinsIceSheet/>> [Accessed 24 June 2008].

The Chicago manual of style. 14th ed. (1993) Chicago: University of Chicago Press.

No date

If there is no date on the source, use 'n.d.' (abbreviation for 'not dated') in place of the year after the author's name in your text. This is often used for citing and referencing websites, which do not usually display a date of publication.

Example: citation with no date

All twenty five claims were found to be fraudulent (James, n.d.).

Citing websites and web pages

Web pages often have a corporate author (see 'Authorship' p. 13). So in the text of your assignment, give the corporate author and the date in brackets as appropriate. Where the web page has no author, use the title as the point of reference. However, where you are citing a web page from within a larger site and you do not have the author of the page, use the producer of the larger site as the author.

Examples: citing a web page

Royal College of Nursing (2009) outlines the procedures which researchers must follow in order to conduct their research projects ethically.

Alzheimer's Society (n.d.) describe some aggressive behaviour traits which might be displayed by someone with dementia.

List of references or bibliography

The list of references or bibliography (or both) comes at the end of your essay or assignment. It is an alphabetical list giving the full details (called 'references') of sources.

The relevant British Standard distinguishes between a bibliography and a list of references as follows:

"A bibliography identifies books and articles relevant to the text; it is not restricted to items cited in the text... A list of references is confined to publications cited in the text" (BSI, 2000, p. 16).

There are three possibilities for listing references:

1. A list of references giving full details of all the items you have cited in the text of your essay or assignment. Only sources which match citations in the text will be included.
2. A bibliography giving full details of all items cited in your text plus any other relevant items which you have consulted for background reading.
3. Two separate listings: a list of references which gives full details of all items cited in your text, plus a separate bibliography of background reading.

Which of these options you use will depend on the conventions of the subject you are studying and any particular requirements of your course or module.

Word count

The list of references or bibliography is not usually included in the word count for a piece of written work. Citations in your text **are** usually included, as they are part of the main body of your work.

Accepted practice varies across subjects. Take careful note of advice given in course documentation or by your course tutors on what is required.

How to create your list of references or bibliography

Your list of references or bibliography is organised alphabetically by author, whether a person or organisation, or by title where there is no author. It is evidence of all the sources you have used in your research.

It is important to be consistent. Follow the Harvard style and give enough information for the reader to locate the source.

- Highlight the title of each item listed using **bold type**, or underlining, or *italics*. Whichever highlighting method you choose, use it consistently for all references.
- To be consistent, use only the initial letters of the writer's first name, even if you have more information, for example, 'Mohr, L.'
- For items with multiple authors, list all of the authors in your reference (see p. 13).
- 'ed.' and 'eds.' are suitable abbreviations for 'editor' and 'editors'.
- The ampersand sign '&' can be used when listing authors/editors instead of the word 'and'. But once you have used it, do the same for all references in the same list.
- If you are referencing more than one publication written by an author in the same year, list them in the order they were cited in the text.

Examples

Ghose, J. (2001a) **Computing: the way ahead**. 2nd ed. Reading: VBJ Publications.

Ghose, J. (2001b) Changing retail markets in computing. **Journal of retail technology**, 6 (2) February, pp. 56-61.

Punctuation and text formats (typography)

Punctuation and typography are used to separate and distinguish parts of the reference. The current British/International Standard on citing and referencing advises:

“A consistent system of punctuation and typography should be used throughout a list of references. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface” (BSI, 2010, p. 4).

The examples in this guide largely follow the punctuation and style used in previous editions. However, we have changed the advice on commas in citations, for example (Jones, 2011), and we now use colons, not commas, to separate place of publication from publisher.

Check any advice given in course documentation or by your course tutors on what is required for your assignments.

Place of publication

“The place of production should be given as it appears most prominently in the preferred source. If the place is known but not mentioned in the preferred source, it may be supplied in brackets” (BSI, 2010, p. 13).

If it is not clear where the place of publication is, especially if it is small, outside the UK, or if there is another place with the same name, add some extra information in brackets. Standard or common abbreviations for counties, or American states etc. are acceptable.

Examples: adding extra information to a place name

- Brackenborough (Lincs.)
- Newark (N.J.)

Multiple places

Where one publisher is associated with multiple places of publication, you can just reference the first.

No place of publication given

Where there is no place of publication given on the source, you can either omit the information, or use the abbreviation 's.l.' (sine loco – meaning “without place”), or 'n.l.' (no location).

Separating place of publication and publisher

This guide suggests using a colon to separate the place of publication from the publisher and colons are used in all of our examples. However, it is also acceptable to use commas.

Example: separating place of publication and publisher

Maidenhead: Open University Press OR

Maidenhead, Open University Press

Check any advice you are given in course documentation or by your course tutors on which punctuation to use.



Website addresses

Sometimes, the web address for an online source can be excessively long. In such cases, it is suggested that you include just enough of the address to identify the website or online database.

Example: abbreviating a website address to use in a reference

<<http://www.bbc.co.uk/news/business-13124753>>

Could be abbreviated to: <<http://www.bbc.co.uk/news>>

Example list of references or bibliography

This list shows how a list of references or bibliography is usually presented when using the author-date or Harvard system. Each source is listed only once, regardless of how many times it has been mentioned (cited) in the essay or assignment. The sources are listed in alphabetical author order (or title if there is no author). There is no labelling of different types of material, such as a separate list of websites.

Some subjects or courses will require these lists to be presented in different ways. Check requirements for your course.

Grove, J. (2012) Student lifestyle survey: more debt, more paid work, more pressure...less alcohol. **Times Higher Education** [Online], 8 March. Available from: <<http://www.timeshighereducation.co.uk>> [Accessed 29 March 2012].

Hager, P. and Holland, S. eds. (2006) **Graduate attributes, learning and employability** [Online]. Dordrecht: Springer. Available from: <<http://www.dawsonera.com>> [Accessed 17 April 2012].

Khan Academy (2007) **Introduction to the quadratic equation** [Online video], 28 January. Available from: <<http://www.youtube.com>> [Accessed 15 February 2012].

Prospects (n.d.) **What do employers want?** [Online], Graduate Prospects Ltd. Available from: <<http://ww2.prospects.ac.uk>> [Accessed 19 March 2012].

Race, P. (2007) **How to get a good degree: making the most of your time at university**. 2nd ed. Maidenhead: Open University Press.

Smith, K. and Beasley, M. (2011) Graduate entrepreneurs: intentions, barriers and solutions. **Education and Training**, 53 (8/9), pp. 722-740.

Woodfield, R. (2011) Age and first destination employment from UK universities: are mature students disadvantaged? **Studies in Higher Education** [Online], 36 (4) June, pp. 409-425. Available from: <<http://ehis.ebscohost.com>> [Accessed 12 March 2012].

Note: If you cannot identify the resource type, turn to page 100 to see a labelled list.

A-Z of reference examples

If you cannot locate a resource type in the alphabetical sequence, try the index on p. 102.

Books, chapters and e-books

Books

Take your information from the title page of a book, rather than the cover as these are sometimes presented differently.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book
2. Year of publication – in brackets
3. Title and subtitle (if any) – underlined, or **bold**, or in *italics* and followed by a full stop
4. Series and individual volume number (if any) – followed by a full stop
5. Edition if not the first, for example: '2nd ed.' or '3rd rev. ed.'
6. Place of publication if known – followed by a colon
7. Publisher – followed by a full stop.

Examples

Davies, H. Jackson, D. and Walker, J. (2010) **Studying science**. 4th ed. London: Moss.

Morris, B. (2006) **Program evaluation**. 3rd rev. ed. London: Hadlow.

Spencer, J. ed. (2007) **School management and finance: opportunities and problems**. Financial Education Series, 23. London: Ford Publishers.

Chapter(s) in an edited collection of writings

It is easy to confuse the name of the contributor to a book of collected writings with that of the editor. It is important to include the editor of the book in the list of references or bibliography as this is the information that would be needed to trace the source on a library catalogue.

Include the following information in this order:

1. Author(s) of chapter/section
2. Year of publication – in brackets
3. Title of chapter/section – followed by a full stop
4. The word 'In' – followed by a colon
5. Author(s)/editor(s) of the book of collected work
6. Title of book – underlined, or **bold**, or in *italics* and followed by a full stop
7. Place of publication if known – followed by a colon
8. Publisher – followed by a comma
9. Page numbers of section referred to – followed by a full stop.

Example

Potter, A. (2006) Modification of method in education design. In: Bourg, G. ed. **Process in education planning: studies and cases**. London: Falmer Press, pp. 23-34.

E-books

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book
2. Print version year (use the online version year if there is no print version) – in brackets
3. Title – underlined, or **bold**, or in *italics*
4. The word 'Online' – in square brackets followed by a full stop
5. Print version place of publication – followed by a colon
6. Print version publisher – followed by a full stop
7. The words 'Available from' – followed by a colon
9. The website address – in angled brackets
10. The word 'Accessed' and the date you viewed the online book – in square brackets and followed by a full stop.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Dronke, P. (1968) **Medieval Latin and the rise of European love-lyric** [Online]. Oxford: Oxford University Press. Available from: <<http://www.netLibrary.com>> [Accessed 6 March 2008].

E-books downloaded onto e-readers

These books are not produced in a standardised format. As tutors might not be able to access material via a particular brand of e-reader, you could consider providing a citation and reference to a more widely available format, such as print, or an e-book used through a university library subscription, if one is available.

These formats do not usually keep the original page numbers from the book (the amount of pages can change depending on the text size that the user chooses), though they may display 'locations'. It is suggested that you could use these locations as appropriate when citing quotations or specific information in your text instead of the usual page number (see pp. 9-11).

Example: citing from an e-reader in the text of your assignment

An example of this is the, "Four costs of trade" which are outlined by Spulber (2010, Ch. 1, Para. 5, location 210).

E-readers cont.

For the full reference in your list of references or bibliography, include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book
2. Print version year (use the online version year if there is no print version) – in brackets
3. Title – underlined, or **bold**, or in *italics*
4. A description of the e-reader format – in square brackets followed by a full stop
5. Place of publication, if given on the source – followed by a colon
6. Publisher, if given on the source – followed by a full stop
7. The words 'Available from' – followed by a colon
9. The website address of the e-reader publisher or distributor – in angled brackets
10. The word 'Accessed' and the date you downloaded the e-book – in square brackets and followed by a full stop.

Example

Spulber, D. (2010) **Global competitive strategy** [Kindle DX e-book]. Cambridge: Cambridge University Press. Available from: <<http://www.amazon.co.uk>> [Accessed 21 February 2011].

Blogs (weblogs)

Include the following information in this order:

1. Author of blog
2. Year – in brackets
3. Title of message – followed by a full stop
4. Title of blog or website – underlined, or **bold**, or in *italics*, followed by a comma and the date of entry
5. The words 'Online blog' – in square brackets and followed by a full stop
6. The words 'Available from' – followed by a colon
7. The website address – in angled brackets
8. The word 'Accessed' and the date you visited the blog – in square brackets and followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. If there is an edition statement, put this after the title, but before the date, using full stops to separate it from the rest of the reference. See p. 16.

Example

Rotheram, B. (2008) Straws in the wind. **Sounds Good**, 11 June [Online blog]. Available from: <http://web.mac.com/simonft/Sounds_Good/Blog/log.html> [Accessed 24 June 2008].

CD-ROMs

Multimedia CD-ROMs

If you have used a reference from a multimedia CD-ROM include the following information, as this is a piece of work in its own right. For audio CDs, see 'Sound recordings' p. 72.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for producing the CD-ROM
2. Date of publication – in brackets
3. Title – underlined, or **bold**, or in *italics*
4. A description of the format – in square brackets followed by a full stop
5. Place of publication, if given on the source – followed by a colon
6. Publisher, if given on the source – followed by a full stop

Example

Royal Institution of British Architects (1998) **Architecture and Design Illustrated** [CD-ROM]. London: RIBA.

Computer software and program code

If you used software or code available on the web, give the website address for the program or code used, as well as the date you used it.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for producing the program or code
2. Year (year of release in the country of production) – in brackets
3. Title of software or code – underlined, or **bold**, or in *italics*
4. Version number if there is one – in brackets
5. A description of the format – in square brackets followed by a full stop
6. Place of production, if known – followed by a colon
7. Producing organisation or company, if known – followed by a full stop
8. Availability information for software or code, if needed (see example below).

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Examples

Microsoft Corporation (2010) **Powerpoint 2010** [Software]. Redmond (WA): Microsoft Corporation.

Merritt, E. and Bacon, D. (1997) **Raster3D Photorealistic Molecular Graphics** (Version 2.0) [Software]. Available from: <<http://skuld.bmsc.washington.edu/raster3d/html/raster3d.html>> [Accessed 19 November 2009].

Apache Software Foundation (2012) **Apache HTTP Server Unix Source** (Version 2.2.22) [Source code]. Available from: <<http://httpd.apache.org/download.cgi>> [Accessed 26 June 2012].

Conference proceedings and papers

Conference proceedings

Include the following information in this order:

1. Author(s) or editor(s) of conference proceedings (if applicable)
2. Year of publication – in brackets
3. Title of conference proceedings including date and place of conference – underlined, or **bold**, or in *italics* and followed by a full stop
4. Place of publication – followed by a colon
5. Publisher – followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. If there is an edition statement, put this after the title, but before the date, using full stops to separate it from the rest of the reference. See p. 16.

Example

Bartle, G. ed. (2003) **Renewables: proceedings of the ERB conference on renewable energy sources, June 21-22, 2003, Stockholm**. London: Johnson.

Conference papers

Conference papers are similar to book chapters in that they appear as part of a wider publication (i.e. the conference proceedings).

Include the following information in this order:

1. Contributing author(s)
2. Year of publication – in brackets
3. Title of conference paper – followed by a full stop (or other punctuation used after title)
4. The word 'In' followed by a colon
5. Author(s) or editor(s) of conference proceedings (if applicable)
6. Title of conference proceedings including date and place of conference – underlined, or **bold**, or in *italics* and followed by a full stop
7. Place of publication – followed by a colon
8. Publisher – followed by a comma
9. Page numbers of contribution – followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. If there is an edition statement, put this after the title, but before the date, using full stops to separate it from the rest of the reference. See p. 16.

Example

Romanov, J. (2001) International currency exchange: what future in the electronic age? In: Ford, J. ed. **Proceedings of the 7th IF Conference, August 16-18, 2001, Boston USA**. New York: International Financial, pp. 80-87.

Dictionary entries – printed and online

Dictionaries normally do not have an author as such, so the reference is based on the title of the work. They sometimes have an editor – their name could be given as the first item in the reference if appropriate.

Include the following information in this order:

1. Title of dictionary – underlined, or **bold**, or in *italics*
2. Year of publication – in brackets
3. Volume number (if applicable) or, if you are referencing the complete work, define the volume set (for example vols. 1-32) followed by a comma
4. Edition number – followed by a full stop
5. Place of publication – followed by a colon
6. Publisher – followed by a comma
7. Page number(s) of definition if appropriate – followed by a full stop.

Example

Oxford English dictionary (1989) vol. 5, 2nd ed. Oxford: Clarendon, p. 45.

Online dictionaries

If you used an online version of a dictionary, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Examples

Knowles, E. ed. (2008) **Oxford Dictionary of Modern Quotations** [Online]. 3rd ed. Oxford: Oxford University Press. Available from: <<http://www.oxfordreference.com>> [Accessed 2 April 2012].

Dictionary.com (n.d.) [Online]. Available from: <<http://dictionary.reference.com>> [Accessed 2 April 2012].

DVDs and Videos

DVD or video references follow the same order as films. The main difference is the 'Medium: format' entry which is usually [video: DVD].

If the programme is part of a series then the series title and number appear first in the citation.

Examples

The blue planet (2001) London: BBC Enterprises [box set video: DVD].

New Nature, 4 (2003) **Birds of South America**. Reading, Natural Earth [video: DVD].

Fantastic Mr Fox (2010) Directed by Wes Anderson. Beverly Hills: 20th Century Fox [video: DVD].

Email discussion lists

Include the following information in this order:

1. Author of message
2. Year – in brackets
3. Title of message – followed by a full stop
4. Discussion list name and date of message – underlined, or **bold**, or in *italics*
5. The words 'Online discussion list' – in square brackets and followed by a full stop
6. The words 'Available from' – followed by a colon
7. The email list address – in angled brackets
8. The word 'Accessed' and the date you visited the discussion list – in square brackets and followed by a full stop.

Example

Johnson, J. (2006) Computing courses. **LJS-Digest 2 May** [Online discussion list]. Available from: <mailstore@mailstore.ac.uk> [Accessed 15 April 2011].

Encyclopaedia entries - printed and online

Include the following information in this order:

1. Author(s) or editor(s)
2. Year of publication – in brackets.
3. Title of article – followed by a comma
4. The word 'in' followed by a colon
5. Title of encyclopaedia – underlined, or **bold**, or in *italics* and followed by a full stop
6. Volume number if applicable – followed by a comma
7. Edition number – followed by a full stop
8. Place of publication – followed by a colon
9. Publisher – followed by a full stop
10. Page number(s) of definition if appropriate – followed by a full stop.

Example

Singh, P. (2009) Calcification, in: **Encyclopedia of earth sciences**. New Delhi: SBS.

Online encyclopaedia

If you used an online version of an encyclopaedia, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Stalker, P. (n.d.) Senegal, in: **A Guide to Countries of the World** [Online]. 3rd ed. Oxford: Oxford University Press. Available from: <<http://www.oxfordreference.com>> [Accessed 4 April 2012].

European Union publications

The guidance on citing European documentation will not necessarily conform to the Harvard system because of the way these publications are organised. The following is for guidance only in order to achieve consistency.

European Union Directives

It is suggested that these can be treated in a similar way to journal articles, as they are published in the 'Official Journal of the European Union'.

Include the following information in this order:

1. Name of the originating part of the EU (Council)
2. The date of publication in brackets
3. The title including the unique reference number and the date the legislation was passed followed by a full stop
4. Details of the issue of the 'Official Journal of the European Union' in which it was published (see 'Journal articles' p. 50).

Example

Council of the European Union (2011) Council Directive 2011/84/EU of 20 September 2011 amending Directive 76/768/EEC, concerning cosmetic products, for the purpose of adapting Annex III thereto to technical progress Text with EEA relevance. **Official Journal of the European Union**, L 283, 28 October, pp. 36-38.

Online Directives

If you used an online version of a directive, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Council of the European Union (2011) Council Directive 2011/84/EU of 20 September 2011 amending Directive 76/768/EEC, concerning cosmetic products, for the purpose of adapting Annex III thereto to technical progress Text with EEA relevance. **Official Journal of the European Union** [Online], L 283, 28 October, pp. 36-38. Available from: <<http://eur-lex.europa.eu>> [Accessed 8 May 2012].

European Union Regulations and Decisions

It is suggested that these can be treated in a similar way to journal articles, as they are published in the 'Official Journal of the European Union'.

Include the following information in this order:

1. Name of the originating part of the EU (Council)
2. The date of publication in brackets
3. The title including the date the legislation was passed followed by a full stop
4. Details of the issue of the 'Official Journal of the European Union' in which it was published (see 'Journal articles' p. 50).

Example

Council of the European Union (2011) Decision of the Council of the European Union of 5 December 2011 on the admission of the Republic of Croatia to the European Union. **Official Journal of the European Union**, L 112, 24 April, pp. 6-110.

Online Regulations and Decisions

If you used an online version of a Regulation or Decision, make this clear and give the website address of the database used, as well as the date you used it. See example for 'Online Directives' above.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

European Union COM documents

Include the following information in this order:

1. Name of the originating part of the EU (Commission)
2. The date of publication in brackets
3. Title including the date the COM document was issued – underlined, or **bold**, or in *italics* and followed by a full stop
4. The COM document unique reference number

Examples

Commission of the European Communities (2005) **Comprehensive monitoring report on the state of preparedness for EU membership of Bulgaria and Romania**. COM (2005) 534, 25 October.

Commission of the European Communities (2011) **Proposal for a Regulation of the European Parliament and of the Council on the establishment of a Programme for the Environment and Climate Action (LIFE)**. COM (2011) 0874 final.

Online COM documents

If you used an online version of a COM document, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Commission of the European Communities (2005) **Comprehensive monitoring report on the state of preparedness for EU membership of Bulgaria and Romania**. COM (2005) 534, 25 October. Available from: <<http://eur-lex.europa.eu>> [Accessed 8 May 2012].

Films

Include the following information in this order:

1. Title – underlined, or **bold**, or in *italics*
2. Year (for films the preferred date is the year of release in the country of production) – in brackets
3. Subsidiary originator (this is optional but the director is preferred. Note that the director's name is written surname last) followed by a full stop
4. Place of production – followed by a colon
5. Organisation
6. Medium and then format (if known) – separated by a colon, in square brackets and followed by a full stop.

Example

Now voyager (1942) Directed by Irving Rapper. New York: Warner [film: 35mm].

Films broadcast on television

Include the following information in this order:

1. Film title – underlined, or **bold**, or in *italics*
2. Year of production – in brackets
3. Person or body responsible for production (for example, the director) – followed by a full stop
4. Place broadcaster is located – followed by a colon
5. Broadcaster – followed by a comma
6. Date and time of transmission – followed by a full stop.

Example

Reservoir dogs (1992) Directed by Quentin Tarantino. London: Film4, 31 May 2011, 21:00.

Films on DVD

Include the following information in this order:

1. Film title – underlined, or **bold**, or in *italics*
2. Year of production – in brackets
3. Person or body responsible for production (for example, the director) – followed by a full stop
4. Place of production followed by a colon
5. Producing organisation
6. Format in square brackets and followed by a full stop.

Example

Fantastic Mr Fox (2010) Directed by Wes Anderson. Beverly Hills: 20th Century Fox [video: DVD].

Foreign language materials and translations

Foreign language materials

If you are referencing a source written in a language other than English you should either give the title exactly as it appears on the page, or an English translation of it, with the original language acknowledged. Whichever method you choose, be consistent with all references to foreign works.

Examples

Gonzalez, M. and Martin, F. (1999) **Socios 1: curso basico de espanol orientado al mundo del trabajo: libro del professor**. Barcelona: Difusion. OR

Gonzalez, M. and Martin, F. (1999) **Series 1: basic Spanish course about the world of work: tutor book (in Spanish)**. Barcelona: Difusion.



Translations

For a source translated into English you will need to include the translator's details and the original language it has been translated from.

For a translated book include the following information in this order:

1. Author(s)
2. Year of publication – in brackets
3. Title – underlined, or **bold**, or in *italics* – followed by a full stop
4. The words 'Translated from the'
5. The language of the original
6. The word 'by'
7. The translator's name – followed by a full stop (note that the translator's name is written surname last)
8. Place of publication – followed by a colon
9. Publisher – followed by a full stop.

Adapt this information for other types of translated materials.

Example

Canetti, E. (2000) **Crowds and power**. Translated from the German by C. Stewart. London: Phoenix.

Images and online images

Images or illustrations taken from a book or other publication

If you wish to specify that you used an image from a book, follow the normal rules for referencing a book and then add an abbreviation for illustration – ‘illus.’.

Example

Robson, T. (1993) **Propaganda and persuasion**. London: Angus and Johnstone, p. 105, illus.

Note: If the image shows a work of art, follow the advice about reproductions on p. 96.

Online images

Images should always be acknowledged, even if they are on ‘free’ clip art servers. Some web sites specifically request that extra information should be cited as a condition of free use of the image. If you are citing online images in your work, make a note of such requests.

Include the following information in this order:

1. Title of image, or a description – underlined, or **bold**, or in *italics*
2. Year – in brackets
3. The words ‘Online image’ – in square brackets and followed by a full stop
4. The words ‘Available from’ – followed by a colon
5. The website address – in angled brackets
6. The word ‘Accessed’ and the date you viewed the image – in square brackets and followed by a full stop.

Example

Antarctic warming claims another ice shelf (2008) [Online image].

Available from:

<<http://earthobservatory.nasa.gov/Study/WilkinsIceSheet/>> [Accessed 24 June 2008].

Journal articles and online (e-journal) articles

Journal articles

Include the following information in this order:

1. Author(s) of the article
2. Year of publication – in brackets
3. Title of the article – followed by a full stop
4. Title of the journal – underlined, or **bold**, or in *italics* and followed by a comma
5. Volume number
6. Issue or part number in brackets, month or season of the year followed by a comma
7. Page numbers of article – followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Bennett, M. and James, S. (2007) Through the glass ceiling: women's experience of modern workplace practices. **Journal of Gender in Business**, 5 (3) June, pp. 32-41.

E-journal articles

Include the following information in this order:

1. Author(s) of the article
2. Year – in brackets
3. Title of article – followed by a full stop
4. Title of journal – underlined, or **bold**, or in *italics*
5. The word 'Online' – in square brackets and followed by a comma
6. Volume number
7. Issue or part number in brackets, month or season of the year followed by a comma
8. Page numbers or online equivalent – followed by a full stop
9. The words 'Available from' – followed by a colon
10. The website address – in angled brackets
11. The word 'Accessed' and the date you viewed the webpage – in square brackets and followed by a full stop.

Notes: Consider using an abbreviated version of the website address – see p. 22 for example.

For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Cotter, J. (1999) Asset revelations and debt contracting. **Abacus** [Online], 35 (5) October, pp. 268-285. Available from: <<http://www.ingenta.com>> [Accessed 19 November 2007].

Law reports and online law reports

Note: The Law School at Leeds Beckett University uses a legal referencing system called '**OSCOLA**' (University of Oxford, n.d.). Law students should check current guidance on this.

Students on other courses sometimes use law materials, but we suggest that it would not be helpful to mix 'OSCOLA' with 'Harvard' style referencing. The advice which follows should allow you to include law reports and comply with 'Harvard' or author-date style.

Include the following information in this order:

1. Names of the parties (plaintiff and defendant) – underlined, or **bold**, or in *italics*
2. Year the case was reported – in square brackets
3. Number of the volume in which it was reported
4. Name of the series of law reports (in abbreviated form – see below)
5. Page number at which the report starts.

Example

Carlill v. Carbolic Smoke Ball Co. [1893] 1 Q.B. 256.

If you have referred to one specific part of a law report (i.e. an exact page), then it should be cited and referenced as follows:

Example

Carlill v. Carbolic Smoke Ball Co. [1893] 1 Q.B. 256 at p. 269.

Note: For a complete list of legal abbreviations check this source:

Cardiff University (n.d.) **Cardiff index of legal abbreviations** [Online]. Available from: <<http://www.legalabbrevs.cardiff.ac.uk>> [Accessed 19 March 2012].



EU law reports

Citing and referencing EU case law is very similar to UK case law. The most common law report is 'European Court Reports' and this is abbreviated to ECR.

Example

Barry Banks & Ors v. The Theatre Royal de la Monnaie (case C-178/97) [2000] ECR I-20.

Online law reports

If you used an online version of a law report, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Carlill v. Carbolic Smoke Ball Co. [1893] 1 Q.B. 256 [Online]. Available from: <<http://www.westlaw.co.uk>> [Accessed 19 March 2012].

Live theatre performances

Give the choreographer or playwright instead of the author, followed by the premiere date, but with further details, including when seen.

Include the following information in this order:

1. Choreographer or playwright if known – otherwise put the title or the performers first – followed by a full stop
2. Year of first production (premiere) – in brackets (or n.d. if not known)
3. Title of the work or piece – underlined, or **bold**, or in *italics* followed by a comma
4. The performers, followed by a full stop
5. Date performance viewed and the location details – in square brackets.

Examples

Ashton, F. (1940) **Dante Sonata**, The Royal Ballet [performance viewed 10 July 2004, Lincoln Center, New York].

Beckett, S. (1953) **Waiting for Godot**, Talawa Theatre Company [performance viewed 23 February 2012, West Yorkshire Playhouse, Leeds].

Maps and online maps

If you know the originator (cartographer, surveyor, compiler etc.) include the following information in this order:

1. Originator's name or corporate author (e.g. Ordnance Survey)
2. Year of publication – in brackets
3. Title of map – underlined, or **bold**, or in *italics* and followed by a comma
4. Sheet number if given followed by a full stop
5. Scale of the map (for example 1:100000) – followed by a full stop
6. Series if given in brackets and followed by a full stop
7. Place of publication
8. Publisher (if different from the originator) separated by a colon and followed by a full stop.

If you do not know the originator's name:

1. Title of map – underlined, or **bold**, or in *italics*
2. Year of publication – in brackets
3. Scale of the map (for example 1:100000) – followed by a full stop
4. Place of publication – followed by a colon
5. Publisher – followed by a full stop.

Examples

Brawn, D.A. (2002) **Mallorca north and mountains tour and trail map**, 1:40000. Northampton: Discovery Walking Guides.

The European Union: political map, member states, regions and administrative units (1995) 1:4000000. Luxembourg: Office for Official Publications of the European Communities.

Ordnance Survey (1989) **Duns, Dunbar and Eyemouth area**, sheet 67. 1:50000. (Landranger series). Southampton: Ordnance Survey.

Waters, C. (2000) **Geology of the Bradford district**, sheet 69. 1:50000. (England and Wales). Nottingham: British Geological Survey.

Online maps

Include the following information in this order:

1. Originator's name or corporate author (e.g. Ordnance Survey)
2. Year of publication – in brackets
3. Title of map – underlined, or **bold**, or in *italics*, then scale and series, if known, separated by commas
4. The word 'Online' in square brackets followed by a full stop.
5. A unique web address or identifier for the map, if available, in angled brackets
6. Place of publication
7. Publisher (if different from the originator) separated by a colon and followed by a full stop.
8. The words 'Available from' – followed by a colon
9. The website address – in angled brackets
10. The word 'Accessed' and the date you viewed the webpage – in square brackets and followed by a full stop.

Examples

Google maps (n.d.) **Wakefield area** [Online]. Short url: <<http://g.co/maps/g992e>> Available from: <<http://maps.google.co.uk>> [Accessed 19 March 2012].

Ordnance Survey (2011) **Stockton-on-Tees**, 1:50000 [Online]. Available from: <<http://www.edina.ac.uk/digimap>> [Accessed 20 Dec 2011].

Music scores

Include the following information in this order:

1. Composer
2. Year of publication – in brackets
3. Title of work – underlined, or **bold**, or in *italics* and followed by a full stop
4. Editor(s) followed by ed. or any other arrangers, for example 'Scored by' or 'Arranged by' (note that the name is written surname last) – followed by a full stop
5. Place of publication – followed by a colon
6. Publisher – followed by a full stop.

Examples

Beethoven, L. (n.d.) **Symphony no. 7, A major, op. 92**. M. Unger ed.
London: Eulenburg.

Bernstein, L. (2002) **West Side Story: vocal score**. New York: Leonard
Bernstein Music Publishing.

Williams, V. (1958) **The Pilgrim's Journey**. Arranged by Roy Douglas.
London: Edition Peters.

Newspaper articles and online newspaper articles

Printed newspaper articles

Include the following information in this order:

1. Author(s) of the article where given
2. Year of publication – in brackets
3. Title of the article – followed by a full stop
4. Title of the newspaper – underlined, or **bold**, or in *italics* and followed by a comma
5. Date (no year needed) – followed by a comma
6. Page number(s) of article – followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Examples

Hawkes, N. (2008) Brittle bone drug can stop disease taking hold.
The Times, 11 June, p. 3.

Governments failing to act on climate change (2010) **Observer**, 17
January, p. 10.

Online newspaper articles

Include the following information in this order:

1. Author(s) or editor of the article where given
2. Year – in brackets
3. Title of article – followed by a full stop
4. Title of newspaper – underlined, or **bold**, or in *italics*
5. The word 'Online' – in square brackets and followed by a comma
6. Date (no year needed) – followed by a comma then page numbers or online equivalent if given – followed by a full stop
7. The words 'Available from' – followed by a colon
8. The website address – in angled brackets
9. The word 'Accessed' and the date you viewed the web page – in square brackets and followed by a full stop.

Notes: Consider using an abbreviated version of the website address – see p. 22 for example.

For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Elliott, L. (2008) Economic slowdown and tax breaks put the government in the red. **The Guardian** [Online], 20 November. Available from: <<http://www.guardian.co.uk>> [Accessed 19 November 2010].

Online videos

Include the following information in this order:

1. Creator's name if given, or screen name of contributor who uploaded the video
2. Year uploaded – in brackets
3. Title – underlined, or **bold**, or in *italics*
4. The words 'Online video' in square brackets followed by a comma
5. The date of uploading, if known, followed by a full stop
6. The words 'Available from' – followed by a colon
7. The website address – in angled brackets
8. The word 'Accessed' and the date you visited the website in square brackets and followed by a full stop.

Notes: Consider using an abbreviated version of the website address – see p. 22 for example.

For sources where the author or originator is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Khan Academy (2007) **Introduction to the quadratic equation** [Online video], 28 April. Available from: <<http://www.youtube.com>> [Accessed 15 February 2012].

Patents

Include the following information in this order:

1. Originator – followed by a full stop
2. Year of publication – in brackets
3. Title of patent – underlined, or **bold**, or in *italics* and followed by a full stop
4. Series designation – followed by a full stop.

Example

Kimberly-Clark Worldwide, Inc. (1999) **Disposable shoe cover**.
BG2353691.

Personal communications

This means information obtained directly from another person. This could include: a discussion on a work placement; a course tutorial; a phone call; an email; a personal message sent via a social networking site. What these examples have in common is that they are not recoverable by another person.

With university teaching sessions, most lecturers will supply references to information or ideas they have obtained from published sources, which you can then follow up yourself. If your information comes from course hand-outs, or from an e-learning system or virtual learning environment, cite those as your source and include the details in your list of references or bibliography. Only treat something as a personal communication when it truly has taken place in that way.

In the text of your assignment:

Personal communications can be cited in your text, but you cannot include them in your list of references or bibliography because the information is not recoverable. Give the name and job-title or role of the communicator, and provide some information about the context (personal discussion, email, tutorial etc.) with as exact a date as possible.

Notes: You should always ask permission before using information obtained via any type of personal interaction.

For interviews conducted as part of a research project, see 'Research data' on p. 70.

Example: personal discussion cited in text

More and more buildings are now recycling energy according to R. Jann, Building Surveyor, John Moss & Co. (personal discussion on work placement, 22 March 2012).

Podcasts

Include the following information in this order:

1. Broadcaster, author or editor of podcast if available
2. Year – in brackets
3. Title, topic or number of episode – followed by a full stop
4. Title of podcast – underlined, or **bold**, or in *italics* followed by a comma and the date the podcast was made available
5. The word ‘Podcast’ in square brackets and followed by a full stop
6. The words ‘Available from’ – followed by a colon
7. The website address – in angled brackets
8. The word ‘Accessed’ and the date you accessed the podcast – in square brackets and followed by a full stop.

Replace ‘podcast’ with ‘video podcast’ or ‘vodcast’ when appropriate.

Notes: For sources where the author or originator is not identifiable and there is no ‘corporate author’, start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Consider using an abbreviated version of the website address – see p. 22 for example.

Examples

O’Malley, J. (2012) Episode 133. **The Pod Delusion**, 27 April [Podcast]. Available from: <<http://poddelusion.co.uk/blog/>> [Accessed 2 May 2012].

SGU Productions (2012) **Skeptics Guide to the Universe 5X5**, 22 February [Podcast]. Available from: <<http://www.theskepticsguide.org>> [Accessed 12 March 2012].

Poetry

Follow the referencing style for the type of source you have used. These sources could include:

- An item within an edited collection of poems (see p. 25)
- An anthology (book) of work by one poet, (see p. 24)
- A website (see p. 94)

Longer poems might have line numbers or parts, use these as given on the source, in addition to page numbers, for citing quotations in the text of your essay or assignment.

Example: an anthology by one poet

Larkin, P. (1964) **The Whitsun weddings**. London: Faber.

Example: a poem on a website

Larkin, P. (1974) **High windows** [Online]. Available from: <<http://www.poetryfoundation.org>> [Accessed 17 May 2012].

Radio programmes

Include the following information in this order:

1. Title of broadcast – underlined, or **bold**, or in *italics*
2. Year of broadcast – in brackets
3. Location of broadcaster, if available, followed by a colon
4. The broadcaster – followed by a full stop
5. The date, month and time as appropriate – followed by a full stop.

Example

You and yours (2011) London: BBC Radio 4. 30 September, 12:00.



Reports

There are many different types of reports. Ensure you include the subtitle and series information. The correct content and order is the same as for books.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. If there is an edition statement, put this after the title, but before the date, using full stops to separate it from the rest of the reference. See p. 16.

Examples

Balcombe, R. (1988) **Bus deregulation in Great Britain: a review of the first year**. Research Report: Transport and Road Research Laboratory; 161. Crowthorne: TRRL.

O'Hare, N. (2006) **Peak oil production: new perspectives**. Research Report 32. Chicago: Economic Study Unit.

Bowlby, J. (1951) **Maternal care and mental health**. Monograph Series, no. 2. Geneva: World Health Organization.

Government reports

HMSO (Her Majesty's Stationery Office, later renamed The Stationery Office, or TSO) is the Government's official publisher; it should never be given as the author.

Example

Department of the Environment (1986) **Landfilling wastes**. London: HMSO. (Waste Management paper, 26).

Reports within online databases

For report type information inside databases, give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Examples

FAME (n.d.) **Next PLC: standard report** [Online]. Available from: <<https://fame.bvdinfo.com>> [Accessed 20 March 2012].

Mintel (2011) **Domestic Tourism - UK - September 2011** [Online]. Leisure Intelligence: UK. Available from: <<http://academic.mintel.com>> [Accessed 8 November 2011].

Research data

Original data generated by you for a dissertation or research project, such as survey results, interviews, or observation notes, is not usually cited and referenced in the same way as information from published sources. This data is only accessible by you, until you put it into your report or dissertation, or publish it in some other way. Include this data in your dissertation as appendices, and refer to it in your text as appropriate. Check any advice and guidelines you are given, or look at examples of previous dissertations, for more information on how to do this.

Sacred texts

If quoting from sacred texts such as the Bible, the Koran, the Talmud or the Upanishads, you do not need to give a page number, just the details of the verse or extract. Traditionally a colon is used between chapter and verse. References to sacred texts are not usually included in your list of references or bibliography but if you do want to include them, cite and reference the edition of the text you have been using, following the rules for a book.

Examples of citation (within text)

Koran 24:35

Luke 4:4

Ruth 3:1-18

Social networking sites (Facebook, Twitter, etc.)

You should only include public messages or tweets in your list of references or bibliography. Do not include content from private or friends-only Facebook pages or 'protected' tweets as they are not retrievable by everyone, although you can cite them in your text. See 'Personal communications' on p. 64.

Include the following information in this order:

1. Author(s) of message or tweet
2. Year – in brackets
3. Title of post or tweet underlined, or **bold**, or in *italics* followed by a comma
4. Date of post or tweet
5. The words 'Online' – in square brackets and followed by a full stop
6. The words 'Available from' – followed by a colon
7. The website address – in angled brackets
8. The word 'Accessed' and the date you visited the website – in square brackets and followed by a full stop.

Examples

BBC News (2012) **Could links with Boring make Dull more interesting?**, 25 April [Online]. Available from: <<http://www.facebook.com/bbcnews>> [Accessed 25 April 2012].

Prospects.ac.uk @Prospects (2012) **Gap years can mean new skills, new experiences and new prospects - check out the opportunities here!** [#gapyear](http://bit.ly/ykJiGA), 17 April [Online]. Available from: <<https://twitter.com/#!/Prospects>> [Accessed 20 April 2012].

Sound recordings and digital audio files

Sound recordings

Formats might be:

Audiocassette; Vinyl; CD; DVD; Video; Digital audio file.

For **recorded music** include the following information in this order:

1. Composer or songwriter if known – otherwise put the title or the performers first as appropriate
2. Year of production – in brackets or (n.d. if not known)
3. Title of the work or piece – underlined, or **bold**, or in *italics* followed by a comma
4. The performers, followed by a full stop
5. Publisher or recording company – followed by a full stop
6. Medium and then format – separated by a colon, in square brackets and followed by a full stop.

Note: For sources where the originator is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Mozart, W.A. (n.d.) **Symphony no. 38 in D major**, Vienna Philharmonic. Polydor. [sound recording: CD].

Recordings of drama, poetry, prose, lectures, and so on, often carry the name and location of the publisher and the date of publication and so these can be included in the reference.

Example

Thomas, D. (n.d.) **Under Milk Wood**, performed by Dylan Thomas et al. Caedmon. [sound recording: audiocassette].



Digital audio files

For digital audio files, the format of your reference will be similar to that for a sound recording, but with additional web page information.

Include the following information in this order:

1. Composer or songwriter, if known, otherwise put the title or the performers first as appropriate
2. Year of production – in brackets (or n.d. if not known)
3. Title of the work or piece – underlined, or **bold**, or in *italics* followed by a comma
4. The performers (full names or name usually known by)
5. File type – in square brackets and followed by a full stop
6. Place of publication, if available, followed by a comma
7. Publisher or provider – followed by a full stop
8. The words 'Available from' – followed by a colon
9. The website address – in angled brackets
10. The word 'Accessed' and the date you accessed the audio file – in square brackets and followed by a full stop.

Notes: Consider using an abbreviated version of the website address – see p. 22 for example.

For sources where the originator is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Wonder, S. (1980) **Happy Birthday**, Stevie Wonder [Digital audio file]. Last-fm. Available from: <<http://www.last.fm>> [Accessed 17 June 2008].

Speeches and spoken quotations

For these, you need to give a source for the information unless the quotation is so well known that it would qualify as 'common knowledge'. The format for citing and referencing is similar to that used for secondary references (see p. 12).

What to put in your text – your citation

In the text of your essay or assignment, cite both the speaker's/ originator's name, the context and date of the speech or quotation, if known, and the source which you have used, using the words 'quoted in' or 'reported in'. You should also give the publication date for the source (or the abbreviation 'n.d.' if there is no date), and a page number, if available.

Examples: using a spoken quotation in your text

This respect for acts of self-sacrifice is shown by the endurance in literature and popular culture of heroic 'last words'. Take the passenger on the Titanic who declared, "We've dressed up in our best and are prepared to go down like gentlemen" (Benjamin Guggenheim, 14th April 1912, reported in: Encyclopedia Titanica, n.d.).

This is exemplified by the sentiment behind Kennedy's words, "And so, my fellow Americans: ask not what your country can do for you – ask what you can do for your country" (John F. Kennedy, inaugural address, 20th January 1961, quoted in: Knowles, 2008).

As with direct quotations from sources (see p. 9), the placing of the speaker's name in your sentence may vary.

In the list of references or bibliography

Give the reference for the source you have used.

Examples: source of a speech or spoken quotation

Encyclopedia Titanica (n.d.) [Online]. Available from: <<http://www.encyclopedia-titanica.org>> [Accessed 5 April 2012].

Knowles, E. ed. (2008) **Oxford Dictionary of Modern Quotations** [Online]. 3rd ed. Oxford: Oxford University Press. Available from: <<http://www.oxfordreference.com>> [Accessed 2 April 2012].

Standards and online standards

Includes: British Standards (BS), European Standards (EN) and International Organization for Standardization (ISO)

Include the following information in this order:

1. Author
2. Year of publication – in brackets
3. Standard number followed by the title of the standard – underlined, or **bold**, or in *italics* and followed by a full stop
4. Place of publication – followed by a colon
5. Publisher – followed by a full stop.

Example

British Standards Institution (2004) **BS ISO 11286:2004 Tea. Classification of grades by particle size analysis**. Milton Keynes: BSI.

Online standards

Include the following information in this order:

1. Author
2. Year of publication – in brackets
3. Standard number followed by the title of the standard – underlined, or **bold**, or in *italics*
4. The word 'Online' – in square brackets – followed by a full stop
5. Place of publication – followed by a comma
6. Publisher – followed by a full stop
7. The words 'Available from' – followed by a colon
8. The website address – in angled brackets
9. The word 'Accessed' and the date you accessed the standard – in square brackets and followed by a full stop.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

British Standards Institution (2004) **BS ISO 11286:2004 Tea. Classification of grades by particle size analysis** [Online]. Milton Keynes: BSI. Available from: <<https://bsol.bsigroup.com>> [Accessed 24 February 2012].

Television programmes

Include details of when the programme was broadcast, especially for series that run throughout the year.

Include the following information in this order:

1. Series title (or programme title if not part of a series)
2. Series number (if appropriate)
3. Year of broadcast – in brackets
4. Programme title – underlined, or **bold**, or in *italics* and followed by a full stop
5. Location of broadcaster, if available, followed by a colon
6. The broadcaster (this will usually show that it is a TV programme) – followed by a comma
7. The date, month and time as appropriate – followed by a full stop.

Example

Panorama (2008) **Britain on the sick**. London: BBC1, 19 May, 21:00.

Theses and dissertations

Include the name of the awarding institution, for example, Leeds Beckett University.

You only need to give the place of publication if it is not included in the name of the institution.

Include the following information in this order:

1. Author
2. Year of publication – in brackets
3. Title and subtitle (if any) – underlined, or **bold**, or in *italics*
4. Type of thesis – in square brackets and followed by a full stop
5. Place of publication if required – followed by a colon
6. Awarding institution – followed by a full stop.

Example

Black, J. (1981) **An examination of rural elementary education in north Oxfordshire and west Wiltshire between 1870 and 1902** [Ph.D. thesis]. University of Manchester.

UK Government publications

Acts and statutes

Acts of Parliament are referenced by citing the title and including the Act's chapter number for clarity.

Acts are organised numerically throughout the year and the chapter number in this context is the number of the Act passed that year. For example, the Consumer Protection Act 1987 was the 43rd Act to be passed that year and may be cited as 1987 (c. 43).

Include the following information in this order:

1. Title of the Act including the date – underlined, or **bold**, or in *italics*
2. The letter 'c' followed by chapter number of the Act – in brackets
3. Place of publication – followed by a colon
4. Publisher – followed by a full stop.

Acts are included in the list of references or bibliography in alphabetical order of the first main word of the Act. Before 1963 a different system operated based on the date of the Sovereign's accession to the throne and the dates of the Parliamentary session.

Example

Further and Higher Education Act 1991 (c. 13) London: HMSO.

Education Act 1944 (7&8 Geo 6 c. 31) London: HMSO.

Online Acts and statutes

If you used an online version of a statute, make this clear and give the website address of the database used, as well as the date you used it.

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Example

Further and Higher Education Act 1991 (c. 13) [Online]. Available from: <<http://www.westlaw.co.uk>> [Accessed 19 March 2012].

Parliamentary Bills

- Parliamentary Bills are organised numerically and according to which House they originate from. Each Bill has a number in the lower left hand corner of the title page.
- House of Commons Bills enclose the number in square brackets.
- House of Lords Bills used to have their numbers enclosed in round brackets but are now designated 'HL Bill' followed by a number without a bracket.

Include the following information in this order:

1. Title – underlined, or **bold**, or in *italics* and followed by a full stop
2. Abbreviation of the House of Commons or the House of Lords- 'HC' or 'HL' and the word 'Bill'
3. Parliamentary Session – in brackets
4. The Bill's serial number (a Bill is renumbered whenever it is reprinted during its passage through Parliament) followed by a full stop.

Example

Welfare Reform Bill. HL Bill (2010-11) 154.

Online Bills

If you used an online version of a Bill, make this clear and give the website address of the database used, as well as the date you used it. (See 'Acts and Statutes' p. 82 for example.)

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Statutory Instruments

Include the following information in this order:

1. Title – underlined, or **bold**, or in *italics* and followed by a full stop
2. Year of publication – in brackets
3. The abbreviation 'SI' followed by the Statutory Instrument number
– followed by a full stop
4. Place of publication – followed by a colon
5. Publisher – followed by a full stop.

Example

National assistance (assessment of resources) regulations. (1992) SI 1992/2977. London: HMSO.

Online Statutory Instruments

If you used an online version of an SI, make this clear and give the website address of the database used, as well as the date you used it. (See 'Acts and Statutes' p. 82 for example.)

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Official Reports of Parliamentary Debates (Hansard)

Include the following information in this order:

1. Abbreviation of the House of Commons or the House of Lords – ‘HC’ or ‘HL’ followed by ‘Deb’ – underlined, or **bold**, or in *italics*.
2. Date of Parliamentary Session – in brackets
3. Volume number – followed by a comma
4. The abbreviation ‘col.’
5. Column number followed by a full stop.

Example

HC Deb. (2009-10) 508, col. 147WS.

Official Reports of Parliamentary Debates in Standing Committees

Include the following information (parts 1-4 are underlined, or **bold**, or in *italics*):

1. The abbreviation 'Stg. Co. Deb.'
2. Date of Parliamentary Session – in brackets
3. Standing Committee identifying letter prefaced by 'Co.'
4. Title of legislation under discussion
5. The abbreviation 'col.'
6. Column number followed by a full stop.

Example

Stg. Co. Deb. (1980-81) Co. E Finance Bill col. 46.

Online Parliamentary debates

If you used an online version of Hansard, make this clear and give the website address of the database used, as well as the date you used it. (See 'Acts and Statutes' p. 82 for example.)

Note: Consider using an abbreviated version of the website address – see p. 22 for example.

Parliamentary Papers

Include the following information in this order:

1. Abbreviation of the House – 'HC' or 'HL'
2. Paper number
3. Date of Parliamentary session – in brackets and followed by a full stop.

References to reports issued by joint Committees of the House of Lords and the House of Commons should include both serial numbers followed by the Parliamentary Session.

Examples

HC 7 (1990-91).
HL 40, HC 15-viii (1981-82).

Command Papers

Include the following information in this order:

1. Title of the Command Paper – underlined, or **bold**, or in *italics*
2. Command Paper number and Year of publication – separated by a comma and in brackets
3. Place of publication – followed by a colon
4. Publisher – followed by a full stop.

Example

Royal Commission on Local Government, 1969-1996 (Cmnd. 4040, 1969) London: HMSO.

Unpublished documents

See also 'Personal email messages', 'Personal communications' and 'Original art works'.

There are many different kinds of unpublished documents which may be public or private in origin. They include:

- Books or articles which have been accepted for publication, but have not yet been published.
- Unpublished theses.
- Informal or in-house documents such as class hand-outs, leaflets or internal reports. These are sometimes referred to as '**grey literature**'.
- Legal documents such as wills or documents relating to the sale and purchase of property or land.
- Business records such as minutes of meetings.
- Historical documents which may be unique originals such as ancient maps, handwritten letters or diaries, manuscripts and photographs.
- Inscriptions such as those on gravestones or foundation stones.

In press

If you have had access to a book or article which is not yet in print, but which has been accepted for publication, you should use the words 'in press', in brackets, instead of the year of publication after the author or title.

Location

For other unpublished documents you should provide details of the location, if known, where the unpublished document is kept and may be viewed or consulted by others. Details of the location are usually preceded by a colon.

Unpublished theses and in-house documents

If the document is a thesis, or looks like a book or pamphlet, and has clear authorship and title, then its reference format should follow the recommendations for the document type it resembles, or give a format in square brackets after the title. In addition the name of the repository (e.g. library or university) where the item is held should be supplied:

Examples

Black, J. (1981) **An examination of rural elementary education in north Oxfordshire and west Wiltshire between 1870 and 1902** [Ph.D. thesis]. University of Manchester.

Reading City Council (1998) **Get fit at your local leisure centre** [leaflet]. Reading City Council, Department of Leisure Services.

Tip

The Harvard system is not necessarily the most suitable method for citing unpublished documents. If you have consulted and/or quoted from a large number of unpublished historical documents, it may be appropriate to add a separate list of references using the 'running notes' method for unpublished documents. Running notes use sequential numbers in the text for each reference to an unpublished document. This sequence corresponds to a numbered list of bibliographical notes at the foot of the page or at the end of the chapter, book or dissertation. You will find further guidance on using this method to reference unpublished documents in:

British Standards Institution (1983) **BS 6371:1983 Recommendations for citation of unpublished documents**. London: BSI.

Video games

Include the following information in this order:

1. Author or producing organisation or games company
2. Year (year of release in the country of production) – in brackets
3. Title – underlined, or **bold**, or in *italics*
4. Platform – in square brackets and followed by a full stop. (For multi-platform games, if the version is not important, then the words 'multi-platform' or an equivalent description could be used).
5. Place of production – followed by a colon
6. Producing organisation (games company) followed by a full stop.

Example

Electronic Arts **FIFA 12** (2011) [Xbox 360]. London: Electronic Arts.

Web pages

Web addresses can be long if they contain control codes from your search. In such cases, just include enough of the address for your reader to identify the site. Some online material may only be available for a limited time; it is advisable to keep a personal copy, in addition to including the date used in your reference.

Include the following information in this order:

1. Author(s), editor(s) or organisation responsible for the website
2. Year in brackets
3. Title – underlined, or **bold**, or in *italics*
4. The word 'Online' – in square brackets and followed by a full stop
5. Edition if available (for example, update 2 or version 4.1) – followed by a full stop
6. Place of publication (if identifiable) – followed by a colon
7. Publisher (if identifiable) – followed by a full stop
8. The words 'Available from' – followed by a colon
9. The website address – in angled brackets
10. The word 'Accessed' and the date you viewed the web page – in square brackets and followed by a full stop.

Note: For sources where the author is not identifiable and there is no 'corporate author', start your reference with the title, followed by the date in brackets, but omit the full stop after the title. See p. 16.

Example

Age UK (n.d.) **What to do when someone dies** [Online]. London: Age UK. Available from: <<http://www.ageuk.org.uk>> [Accessed 20th May 2012].

Websites

Sometimes you may need to reference a whole website.

Example

Welcome to Yorkshire (n.d.) **Welcome to Yorkshire: the official visit site for Yorkshire** [Online]. Leeds: Welcome to Yorkshire. Available from: <<http://www.yorkshire.com>> [Accessed 20th May 2012].

Wikis

Include the following information in this order:

1. Name of wiki
2. Year the wiki page was last updated – in brackets
3. Title of entry or article underlined, or **bold**, or in *italics* followed by date and time of entry or update, separated by commas
5. The words 'Online' – in square brackets and followed by a full stop
6. The words 'Available from' – followed by a colon
7. The website address – in angled brackets
8. The word 'Accessed' and the date you visited the wiki – in square brackets and followed by a full stop.

Example

Wikitravel (2012) **Kingston upon Hull**, 17 April 2012, 02:35 [Online].
Available from: <http://wikitravel.org/en/Kingston_upon_Hull>
[Accessed 18 April 2012].

Works of art, reproductions and exhibition catalogues

Works of art

Include the following information in this order:

1. Artist
2. Year work was produced – in brackets
3. Title of work – underlined, or **bold**, or in *italics*
4. Material type – in square brackets and followed by a full stop.
Common material types are: ceramic, drawing, lithograph, etc.
5. The words 'Held at'
6. The name (and location if required) of the gallery, museum, etc. – followed by a full stop.

Example

Hepworth, B. (1953) **Heiroglyph** [sculpture]. Held at Leeds City Art Gallery.

Reproductions of works of art or design

As well as giving the details of the original artist, photographer, designer, architect, etc. and their work, the details of the source the image was found in should be given, whether it is a book, a website, or other source. See 'Secondary referencing', p. 12.

Example

Thomas, B. (1943) Is your journey really necessary? [poster].
Reproduced in: Rhodes (1976) **Propaganda: the art of persuasion: World War II**. London: Angus and Robertson, p. 130.

Exhibition catalogues

Where there is no author use the gallery or museum. It is the custom to capitalise the names of art movements.

Examples

Museum of Modern Art (1968) **The machine**. New York: MOMA.

Haskell, B. (1984) **Blam! The explosion of Pop, Minimalism and Performance 1958-64**. New York: Whitney Museum of American Art.



Bibliography

Note: This is the bibliography for the 'Quote, Unquote' guide. It features material which was consulted to inform the preparation of the guide, as well as sources cited in the text. See p. 18 for information on what is meant by the word 'bibliography'.

There is an example list of references on p. 23 which is designed to illustrate how to reference a variety of source types.

Anglia Ruskin University (2011) **University Library guide to the Harvard style of referencing** [Online]. Cambridge: Anglia Ruskin University. Available from: <<http://libweb.anglia.ac.uk/referencing/harvard.htm>> [Accessed 19th March 2012].

British Standards Institution (1983) **BS6371:1983. Recommendations for citation of unpublished documents**. London: BSI.

British Standards Institution (1990) **BS5605:1990. Recommendations for citing and referencing published material**. London: BSI.

British Standards Institution (2000) **BS5261-1:2000. Copy preparation and proof correction. Design and layout of documents**. London: BSI.

British Standards Institution (2010) **BS ISO 690:2010. Information and documentation - Guidelines for bibliographic references and citations to information resources**. London: BSI.

Cardiff University (n.d.) **Cardiff index of legal abbreviations** [Online]. Cardiff: Cardiff University. Available from: <<http://www.legalabbrevs.cardiff.ac.uk>> [Accessed 19 March 2012].

Leeds Beckett University (2014) **Academic principles and regulations** [Online]. Leeds: Leeds Beckett University. Available from: <<http://www.leedsbeckett.ac.uk>> [Accessed 23rd September 2014].

Neville, C. (2010) **The complete guide to referencing and avoiding plagiarism**. 2nd ed. Maidenhead: Open University Press, McGraw Hill.

The Chicago manual of style. 14th ed. (1993) Chicago: University of Chicago Press.

University of Bolton (2010) **Quick start: a guide to Harvard referencing** [Online]. Bolton: University of Bolton. Available from: <<http://www.bolton.ac.uk/LibraryResources>> [Accessed 19th March 2012].

University of Bradford (2012) **School of Health Studies guide to using the Harvard system** [Online]. Bradford: University of Bradford. Available from: <<http://www.bradford.ac.uk/library/documents>> [Accessed 19th March 2012].

University of Leeds (n.d.) **Referencing** [Online]. Leeds: University of Leeds. Available from: <<http://library.leeds.ac.uk/skills-referencing>> [Accessed 19th March 2012].

University of Oxford (n.d.) **OSCOLA: The Oxford University standard for citation of legal authorities** [Online]. 4th ed. Oxford: University of Oxford. Available from: <<http://www.law.ox.ac.uk>> [Accessed 8th May 2012].

Example list of references with material types given (see p. 23)

References	Material type
Grove, J. (2012) Student lifestyle survey: more debt, more paid work, more pressure...less alcohol. Times Higher Education [Online], 8 March. Available from: < http://www.timeshighereducation.co.uk > [Accessed 29 March 2012].	Online newspaper article
Hager, P. and Holland, S. eds. (2006) Graduate attributes, learning and employability [Online]. Dordrecht: Springer. Available from: < http://www.dawsonera.com > [Accessed 17 April 2012].	E-book
Khan Academy (2007) Introduction to the quadratic equation [Online video], 28 January. Available from: < http://www.youtube.com > [Accessed 15 February 2012].	Online video
Prospects (n.d.) What do employers want? [Online], Graduate Prospects Ltd. Available from: < http://ww2.prospects.ac.uk > [Accessed 19 March 2012].	Web page
Race, P. (2007) How to get a good degree: making the most of your time at university . 2nd ed. Maidenhead: Open University Press.	Book
Smith, K. and Beasley, M. (2011) Graduate entrepreneurs: intentions, barriers and solutions. Education and Training , 53 (8/9), pp. 722-740.	Journal article
Woodfield, R. (2011) Age and first destination employment from UK universities: are mature students disadvantaged? Studies in Higher Education [Online], 36 (4) June, pp. 409-425. Available from: < http://ehis.ebscohost.com > [Accessed 12 March 2012].	E-journal article

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